

OPTIONAL FORM NO. 10

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UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Robert M. Chapman, D/ORD

DATE: 9 May 1967

25X1A9a

FROM : [REDACTED]

SUBJECT: Contracts Administration

The attached General Notice #18 was set up to remind ORD personnel about some of the requirements in contracts administration which have been regarded somewhat lightly in the past. The last paragraph reiterates what has been discussed on many occasions in Staff Meetings, and with the Division Chiefs individually, regarding completion dates and submission of reports under the terms of the contracts. This portion of the General Notice has been coordinated with the Chief of the Audit Section, Logistics.

Attachment:

As Stated

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